



(Note: bold items within paragraphs are motions made and voted on as well as action items agreed upon.)

Board Member Attendees:

Gayla Benefield  
JoElyn Brus  
Mike Noble  
LeRoy Thom  
Eileen Carney

Lee Clarke  
Jan Meadows  
Les Skramstad  
Abe Troyer

Employees/Contractor Attendees:

Helen Clarke  
Cheryl Fox

Gordon Sullivan

- 1) Call to Order approximately (7:05 pm)
- 2) Introductions
- 3) Review and Approval of Previous Meeting Minutes
  - a. Minutes were reviewed for the December 14<sup>th</sup>, 2004 meeting.
  - b. **Mike Noble made the motion to accept minutes as written, JoElyn Brus second the motion. Motion unanimously passed.**
- 4) Old Business
  - a. The third quarter report for 2004 was completed, reviewed by the Executive Board meeting and submitted to EPA (Helena).
    - i. Spent \$7,261 during 3<sup>rd</sup> Quarter 2004 and TAG has matched over \$9,000 of time towards that.
  - b. LATAG Board Training – training will be kicked off the first week of February. Training will be held one evening for approximately four hours. It was decided to hold this board training on February 1<sup>st</sup>, 2005. Gordon Sullivan will coordinate with the Munson's for all aspects of this training.
- 5) Report - Technical Advisor – Gordon Sullivan
  - a. Moving forward on the Record of Decision a note on page 1175 explains Advisor(s) [plural].
    - i. Gordon has been in contact with other organizations regarding the potential of additional advisors to assist LATAG in the Record of Decision. He would like another sub-committee to decide what type of scientists and expertise we need to create a team to help us through this process. He recommends someone who has CERCLA Background. He recommends to utilize University Law students and to retain an individual regarding Circla Law especially as we move forward to the Record of Decision.
      1. Gordon was told during the Healthy Community Initiative (HCI) that Libby is one year out from entering the Record of Decision. This means we need to have a response document within 30 days minimum (maximum 90 days).
      2. Gordon also said it is part of our mandate to educate not only the local public but the University level public on how the Superfund site of Libby is negotiating the issues of Circla Law.
      3. Gordon wants two scientists and a legal consultant for these positions.
        - a. Gordon requested two volunteers; Gayla Benefield and JoElyn Brus and Gordon will comprise this new sub-committee for Circla Consultant Panel.
  - b. Congratulations to Paul, Shawn and Scott – last month a decision to hire local people for two positions. In addition, they have leased vehicles locally for their projects.
  - c. Gordon had a 15 or 20-minute presentation at HCI this morning. Discussion included the Record of Decision, Port Authority and their involvement in the cleanup of the Stimson site. They are very interested in what LATAG is doing.

- d. Abe Troyer gave a report on LATAG CRS (Community Resource Specialist) Committee meeting (held on January 6<sup>th</sup>, 2005). This meeting appoints someone from the local community that serves as a link for small residential issues. This person serves as a consultant on how procedures are done safely and well.
    - i. Abe read the minutes of the meeting: *"The group met at the request of the LATAG Board to discuss the suggestion brought forth by Bob Zimmerman. The suggestion involves the potential for a community position to dispense consistent and meaningful information and assistance related to low-level cleanup within homes. And the need to dispense important information on how to handle DTI or LA contaminated material."*
    - ii. More ideas will be put down to include in the CRS Meeting. The group agreed the process would include a series of meetings leading to a full-scale proposal to the EPA or other funding agencies. Gordon Sullivan agreed to research a number of available grants and report back to the community at the next meeting. EPA has supplied an Internet link to these federal grant resources and community considerations and group involvement.
    - iii. The CRS Committee recommended an additional member appointed by the O&M Group. This request should come from the LATAG Board possibly during the January 12<sup>th</sup> O&M meeting. Gordon will report to the O&M meeting the efforts of the CRS Committee. (ACTION ITEM – no action taken). This is an opportunity to have CDM, LATAG and possibly the O&M Group to work together on a joint community proposal.
    - iv. CRS met with EPA on January 11<sup>th</sup> with Gordon Sullivan. This meeting updated EPA on the intent of LATAG for the CRS activities. It was recommended that the City of Libby, Lincoln County be involved due to their future position and long range O&M positions.
    - v. The CRS meeting will be held on a weekly basis at FVCC date and time to be announced.
  - e. Gordon sent a report to Jan Meadows regarding the Communications Sub-Committee.
- 6) Denver Technical Training - LeRoy Thom.
- a. A meeting is recommended with the public after all attendees have had the opportunity to review the material. This could possibly include a series of meetings with a maximum of two hour for each meeting. These meetings would be setup as informative meetings (with EPA presence); this is not in a Q & A format, but a presentation to the community. The meeting would provide Q & A input from the public but allow LATAG and EPA to respond to these Q & A issues at the Technical Meetings on Tuesday nights.
    - i. Each member that attended the Denver meeting needs to pick a subject and address it to the community.
    - ii. Q & A issues will be addressed during the Technical meetings on Tuesday nights.
    - iii. LeRoy will coordinate these meetings and the dissimulation of this information.
    - iv. It was recommended to get together before the February meeting to get a basic outline of these information meetings. (ACTION ITEM)
      1. Gordon Sullivan will take the part of Risk Assessment.
- 7) Report – Grant Administrator – Cheryl Fox
- a. Third Quarter Report has been completed and sent in.
  - b. Fourth Quarter Report needs to be compiled, reviewed, approved and submitted. It was recommended to have fourth quarter 2004 report completed by the end of January 2005 (this includes October, November and December).
  - c. Monthly reimbursement – completed and ready for signature, signed and returned.
  - d. 2004 Income Tax Preparation – only 1099's are required for previous (and current) contractors. All 1099's are required to be completed by January 31<sup>st</sup>, 2005.
    - i. An issue regarding how expenses are reported was discussed and future discussion will be needed.
  - e. 2005 Annual Report needs to be completed and fees are due by April 15<sup>th</sup>, 2005.
- 8) Report – EPA (work in progress) – no report
- 9) Sub-Committee Reports
- a. Nominating Sub-Committee – LeRoy Thom (chairperson) – it was requested to compile a packet for potential new LATAG members. This packet will include copies of by-laws and the candidate form (ACTION ITEM).
  - b. Health and Safety Sub-Committee – Abe Troyer (chairperson) no report available. This committee will begin reporting again after February 14<sup>th</sup> when they are up and running again.
  - c. Communications Sub-Committee – Jan Meadows (chairperson)

- i. Jan met with Gordon.
- ii. Gordon reported that no contract exists yet and a lengthy discussion continued regarding liability insurance. Gordon reported that a Risk Analyzer recommend that LATAG has liability insurance.
- iii. LATAG's liability insurance was not renewed and it will be addressed at the next Executive Board meeting (**ACTION ITEM**).
- d. Technical Sub-Committee – inactive committee.
- e. Consultant Panel Sub-Committee - \_\_\_\_\_ (chairperson) – new committee.
- f. CRS (Community Resource Specialist) Sub-Committee – Gordon Sullivan (chairperson) – new committee.

10) Special Presentation

- a. Les Skramstad presented two letters. One letter was from Governor Judy Martz and the other letter from Local Union 278.

11) New Business

- a. Helen Clarke asked to have LATAG attend the Asbestos Health Fair. This will be held on March 5<sup>th</sup>, 2004 in the Ponderosa Room between 10:00 and 2:00. Gayla Benefield and Eileen Carney will participate in coordinating LATAG presence at this event. LATAG needs to decide and coordinate their involvement by January 25<sup>th</sup>. (**ACTION ITEM**).

12) Review and agreement on Action items generated from this meeting (attached).

13) Open Discussion

- a. Gordon discussed his Scope of Work and wants the Executive Board address this.
- b. A visitor to the LATAG meeting (Clinton Maynard) said he would like to attend the CRS Sub-Committee meetings.
- c. Gordon recommending the discussion of the Community Response Document at the CAG and EPA meetings. Gordon's Community Response Document is still in the DRAFT status and the FINAL response needs to be conveyed to the community.
- d. Clinton Maynard wants his copy returned to him.
- e. Catherine LeCours (EPA) will begin the Superfund Clean-Up process in Troy.
- f. An open discussion followed if Troy would have their own CAG Meetings.

14) Next Meeting Scheduled – February 8<sup>th</sup>, 2005.

15) **JoElyn Brus made a motion to adjourn the meeting, LeRoy Thom. Motion unanimously passed. Meeting adjourned at approximately 9:00pm**